

# IPAC PROCESS

## *Accounts Payable*

- IPACs are received daily. During the first three weeks of the month, the Accounting Technician pulls the IPAC transactions from the IPAC system once a week. During the last week of the month the Accounting Technician pulls the IPACs daily.
- Once the IPACs have been printed, the Accounting Technician will digitally scan all IPACs and e-mail them to the appropriate COTR/approving official along with an electronic approval sheet.
- The COTR/approving official will review and approve or reject the IPAC. Usually the COTR/approving official will have three days to review and approve or reject the IPAC and return it to AOB for processing. However, as the end of the month approaches, the COTR/approving official will need to certify the IPAC immediately in order to allow enough time for the Accounting Technician to post the IPAC prior to month-end close. If the COTR/approving official rejects the IPAC transaction, the Accounting Technician will process an IPAC chargeback, if possible (not all agencies allow IPAC chargebacks).
- If the IPAC certification is not received promptly, the Accounting Technician will contact the COTR/approving official and inquire about the status of the IPAC certification.
- As month end approaches, the Accounting Technician will update the outstanding IPAC listing with the following information:
  - IPAC Accomplished Date
  - IPAC Number
  - IPAC Amount
  - Agency
  - Obligation Number
  - Approving Official
  - Brief description of action AOB has taken to get IPAC certification

The outstanding IPAC listing will then be e-mailed to the appropriate customer contacts and cc: the Processing Accountant and Supervisory Accountant.

- The customer will work internally to acquire IPAC certification and provide it to AOB prior to month end.
- All IPACs must be posted in the month in which they occur. In the event that AOB does not receive prompt IPAC certification from the customer, the IPAC will be posted to a default accounting string. Once proper certification is received, then the Accounting Technician will process a zero dollar invoice to move the IPAC to the appropriate accounting string or match to the appropriate obligation.